



DAVID E. JANSSEN
Chief Administrative Officer

County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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7/17/01 MMDWD

Board of Supervisors

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July 17, 2001

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR AUTHORITY
TO NEGOTIATE A FIVE YEAR LEASE FOR THE
ALTERNATE PUBLIC DEFENDER
(FIRST) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize and direct the Chief Administrative Office (CAO) to identify, negotiate, and execute a relatively small lease for up to 6,500 rentable square feet of office space and twenty-six parking spaces for the Alternate Public Defender's (APD) Rampart Special Innocence Unit at an annual rent not to exceed \$170,300 including tenant improvements (TIs) and parking, which will be 100 percent net County cost (NCC), for a term not to exceed five years.
2. Find that the proposed lease is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board.
3. Approve the project and authorize the CAO and APD to implement the project.



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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the proposed action will allow the CAO to expedite the leasing process by executing a lease immediately after a satisfactory housing arrangement is identified and negotiated for the consolidation of the APD's Rampart Special Innocence Unit.

- The APD's Rampart Special Innocence Unit is currently housed at 222 South Hill Street, Los Angeles (Hill) and has expanded with 22 new budgeted positions, thus requiring an additional 4,400 square feet.
- By adding staff to handle the Rampart Investigation, this will eliminate the need for the APD to declare unavailability for its indigent defense cases.
- In keeping with the Board directive to consolidate whenever possible, and to facilitate the efficient operation of this program, we will attempt to identify 6,500 square feet to consolidate the new positions with the Hill Street staff.
- Should this endeavor prove to require a longer search, an expansion facility of up to 4,500 square feet may be leased.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs that we invest in public infrastructure, in order to strengthen the County's fiscal capacity. The lease of property supports this strategy by complying with the Strategic Asset Management Principles (Goal 4, Strategy 2, Objective 2).

Strategic Asset Management Principles Compliance

As detailed on Attachment "A", the recommendations herein are in compliance with the Strategic Asset Management Principles approved by your Board on November 17, 1998.

- Attachment "B" shows all County owned and leased facilities within the search area for this program. There are no County owned or leased facilities available for this program.
- This office conducted a survey of the area to determine the potential availability of sites. Based upon said survey, staff has established that the range of rental rates for similar properties in the downtown area is between \$16.80 and \$22.20 per square foot per year for a full service lease, excluding parking and TIs. The parking and TIs components average \$7 per square foot per year in additional rental costs. The rental rate proposed herein for budgetary purposes is \$19.20, which is the median of the range of market rates.

FISCAL IMPACT/FINANCING

Proposed Lease	
Area	6,500 rentable square feet
Base Annual Rent	\$124,800 or \$19.20 per square foot
Maximum Annual Rent (Including Parking & TIs)	\$170,300 or \$26.20 per square foot *
Term	5 years
Cancellation	After 3 years upon 90 days notice

- * \$170,300 represents the maximum annual rental costs including the base rent, parking and TIs, based on a projected base annual rent of \$124,800 or \$19.20 per square foot per year and \$45,500 or \$7 per square foot per year for parking and TIs.
- The entire cost of the proposed lease is a NCC.
- Funding for the proposed lease will be made available through the 2001-02 Rent Expense Budget and will be charged back to the APD.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed lease will be for up to 6,500 rentable square feet of existing office space with a stronger consideration given to facilities that can be occupied in as-is condition. The proposed lease will commence upon completion and acceptance of the TIs, if any, and terminate five years thereafter. The lease will reflect the following:

- The lease will be on a full service basis; i.e., Lessor will be responsible for all expenses associated with the County's occupancy.
- The CAO will execute the proposed lease upon receipt of a report conducted by a licensed California Asbestos Contractor identifying all asbestos containing materials and their location within the leased area and verifying that the asbestos situation is acceptable to the County.
- The proposed lease will become effective upon approval and execution by the CAO.
- The proposed lease will include a cancellation option whereby the County can cancel anytime after no more than the third year.
- The proposed lease may contain a rental adjustment provision, if any, to be based on the Consumer Price Index, capped at 4 percent annually.
- Prior to submitting the proposed lease for execution, the proposed facility will be inspected and approved by the Department of Public Works.
- The proposed lease is too small for a child care facility to be incorporated into the premises area.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

It is the finding of the CAO that the proposed lease is in the best interest of the County and will adequately provide the necessary space for this County requirement. In accordance with your Board's policy on the housing of any County offices or activities, APD concurs in this lease recommendation.

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

The CAO has made an initial study of environmental factors and has concluded that this project is exempt from CEQA pursuant to Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return the adopted, stamped Board letter, and two certified copies of the Minute Order to the Chief Administrative Office, Real Estate Division at 222 South Hill Street, 4th Floor, Los Angeles, CA 90012.

Respectfully submitted,



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SNY
CWW:KW:kh

Attachments (2)

c: County Counsel
Auditor-Controller
Alternate Public Defender

ATTACHMENT "A"

ALTERNATE PUBLIC DEFENDER CIVIC CENTER (½ MILE OF THE COUNTY COURTHOUSE), LOS ANGELES

Asset Management Principles Compliance Form

- I. Occupancy
- A. Does lease consolidate administrative functions? If no, why not? Yes___ No___ N/A x
- B. Does lease co-locate with other County functions to better serve clients? If no, why not? **County-owned space in close proximity was not available.** Yes___ No x N/A___
- C. Does this lease centralize business support functions? If no, why not? Yes___ No___ N/A x
- D. Does lease meet the building and space guideline of 200 sq. ft. of space per person? If higher than 200 sq. ft. per person, why? Yes x No___ Ratio___
- II. Capital
- A. Does this lease involve a subvented program that should be in leased space to maximize State/Federal funding? Yes___ No x
- B. If not, is this a long term County program? Yes___ No x N/A___
- C. Is it a net County cost (NCC) program? List % NCC Yes x No___ 100 %
- D. If yes to either II B or C, is this a capital lease or an operating lease with an option to buy? Yes___ No x N/A___
- E. If no, are there any County owned facilities available which are suitable in project area? Yes___ No x N/A___
- F. If yes, why is lease being recommended over occupancy in County owned space? (e.g. additional investment of capital).
- G. Was Building Description Report (BDR) run on County owned and leased facilities? If yes, (attach as Exhibit B) If no, why not? Yes x No___
- H. Was build to suit or capital project considered? If not, why not? Yes___ No x
Program exists for specific short term project only.
- III. Portfolio Management
- A. Did department originate request for space utilizing the CAO Space Request Form (SRF)? If no, why not? Yes x No___ N/A___
- B. Was the space need justified? Yes x No___ N/A___
- C. Is this a renewal of an existing lease? If yes, were other locations examined for co-location with other County departments? Yes___ No x N/A___
- D. Why was this program not co-located?
1. ___ The program clientele requires a "stand alone" facility.
 2. x No other suitable properties occupied by County departments in project area.
 3. x No County owned facilities available for the project.
 4. ___ Could not get City clearance or approval.
 5. ___ Program is being co-located.
- E. Is lease a full service lease? If not, why not? * Yes x No___
- F. Has growth projection been considered in space request? Yes x No___
- G. Has Department of Public Works completed seismic review/approval? Yes___ No___ N/A x
- H. (Please **BOLD** any written responses)

EXHIBIT "B"
SPACE SEARCH - CIVIC CENTER AREA

<u>LACO FACILITY NAME</u>	<u>ADDRESS</u>	<u>SQUARE FEET GROSS</u>	<u>SQUA FEET</u>
0155 COUNTY COURTHOUSE	111 NHILL ST, LOS ANGELES 90012	794459	4
0155 COUNTY COURTHOUSE	111 NHILL ST, LOS ANGELES 90012	794459	4
0156 HALL OF RECORDS	320 WTEMPLE ST AKA 227 NORTH BROADWAY, LOS ANGELES 90012	438095	2
0181 KENNETH HAHN HALL OF ADMINISTRATION	500 WTEMPLE ST, LOS ANGELES 90012-2713	958090	5
0181 KENNETH HAHN HALL OF ADMINISTRATION	500 WTEMPLE ST, LOS ANGELES 90012-2713	958090	5
0181 KENNETH HAHN HALL OF ADMINISTRATION	500 WTEMPLE ST, LOS ANGELES 90012-2713	958090	5
3154 CRIMINAL COURTS BUILDING	210 WTEMPLE ST, LOS ANGELES 90012	1036283	3
3155 PERFORMING ARTS CENTER-ANNEX DE LIS A BUILDING	301 N GRAND AVE, LOS ANGELES 90012	27582	
3155 PERFORMING ARTS CENTER-ANNEX DE LIS A BUILDING	301 N GRAND AVE, LOS ANGELES 90012	27582	
5456 HEALTH SERVICES ADMINISTRATION BUILDING	313 N FIGUEROA ST, LOS ANGELES 90012	221359	1
A159 DISTRICT ATTORNEY FIGUEROA PLAZA	201 N FIGUEROA ST, LOS ANGELES 90012	80089	
A429 CA REAL ESTATE DIVISION SERVICE INTEGRATION	222 S HILL ST (KAWADA BUILDING), LOS ANGELES 90012-3503	1892	
A429 CA REAL ESTATE DIVISION SERVICE INTEGRATION	222 S HILL ST (KAWADA BUILDING), LOS ANGELES 90012-3503	25137	
A429 CA REAL ESTATE DIVISION SERVICE INTEGRATION	222 S HILL ST (KAWADA BUILDING), LOS ANGELES 90012-3503	1205	
A429 CA REAL ESTATE DIVISION SERVICE INTEGRATION	222 S HILL ST (KAWADA BUILDING), LOS ANGELES 90012-3503	1100	
A442 MENTAL HEALTH LAPD - SMART TEAM OFFICE	419 S SPRING ST, LOS ANGELES 90013	1000	
X015 LOS ANGELES COUNTY LAW LIBRARY	301 W 1ST ST, LOS ANGELES 90012	215960	1
Y013 DPSS-CIVIC CENTER DISTRICT OFFICE	813 E 4TH PL, LOS ANGELES 90013	39956	